## **Job Title: Assistant City Engineer**

**Department:** Engineering

**Immediate** 

**Supervisor:** City Engineer

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2008
Job Grade	611
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Administers the engineering development plan review, civil plan review, and GIS services. Coordinates CIP and plan review projects with staff and outside consultants. Provides technical assistance regarding engineering issues to staff, outside consultants, developers, agencies, commissions, and Council. Reviews engineering reports and resolves engineering issues in the field and office.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Reviews engineering reports and discusses technical issues by reading and analyzing reports, researching similar documentation, writing summary reports with recommendations, interpreting technical information, and responding to inquiries.
2	L	Coordinates projects with staff and developers by attending meetings, explaining City's position to developers, evaluating other party's needs, and preparing written or verbal presentations.
3	L	Resolves construction field or office problems by visiting site to understand scope of problem, interpreting construction drawings or specifications, analyzing issues and implications of resolution, and conveying solutions to personnel.
4	S	Supervises staff by providing direction in the daily functions of plan review, GIS, and general engineering support services. Performs regular staff evaluations. Assists staff to resolve complex engineering and GIS issues related to new development and CIP projects.
5	L	Performs CIP management by providing oversight, technical support, and general coordination on complex engineering projects. Represents City on various agency lead projects including, but not limited to, ADOT, MCDOT, and FCMCD.
6	S	Resolves complex and sensitive complaints by citizens and development community.
7	S	Makes presentations to City Council, public, and professional groups on engineering issues and public work improvements.
8	S	Develops recommendations for City ordinances and City code changes.
9	S	Directs research, analyzes trends, and makes recommendations to management on engineering projects, programs, staffing, and priorities.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Professional Engineer, Law Degree, Certified Public Accountant.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License. Professional Civil Engineer License from State Board Registration.
Reading	Work requires the ability to read state statutes, federal laws, technical reports and manuals, research papers, construction plans and specifications, correspondence, legal documents, ordinances, and property legal descriptions at a college level.
Math	Work requires the ability to perform math calculations such as advanced level algebra, geometry, trigonometry, and calculus.
Writing	Work requires the ability to write technical reports, summarize analysis of engineering and related issues, city ordinances, and correspondence at a college level.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Moderate - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management
Technical Skills	Limited Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

_	JOB REQUIREMENTS
Interpersonal/Human Relations Skills	High - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Making presentations</li> <li>☑ Observing work site</li> <li>☑ Observing work duties</li> <li>☑ Communicating with co-workers</li> </ul>	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ File drawers</li><li>☐ Equipment</li><li>☒ Tables and chairs</li><li>☐ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Computer keyboard</li> <li>☑ Telephone keypad</li> <li>☑ Calculator</li> <li>☐ Calibrating equipment</li> </ul>	Climbing	□ N ⊠ R □ O □ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ☑ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ☑ O □ F □ C	☐ Supplies ☑ Equipment ☐ Files	Foot Controls	□ N □ R ⋈ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ☑ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O ⋈ F □ C	⊠ Communicating via     telephone/radio, to     co-workers/public     □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R ⋈ O □ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⋈ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	,		,

<b>Physical Demands (continue</b>	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
Vehicle, telephone, copier, scanner, plo	otter.								
Computer Equipment and S	Software:								
Personal Computer, Microsoft Office S		scheduling, Au	ıtoCAD. In	ternet.	. Lotus Note	es.			
	, <u>F</u> J		, , , , , , ,		,				
Environmental Factors:		Name	Casasas	11	Carrage 1 T		Carrage Tri		Da:1
Environmental Condition	ons	Never	Seasona	шу	Several T		Several Ti		Daily
Extreme temperature								-	
(heat, cold, extreme temp. changes f	rom outside		X						
work) Wetness and/or humidity			_	+					
(bodily discomfort from moisture)		×							
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	×							
Noise and vibration	111)								
(sufficient to cause hearing loss)		☒							
Physical hazards (high voltage, dangerous machinery	nggrassiya								
prisoners, patients – <u>not customers</u> )	, agglessive								Ц
II141				·					
Health and Safety Condition Health and Safety Conditions	N = Never	R = Rarel	v 0-	- Occ	asionally	F -	Frequently	C -	Constantly
Treatti and Sarety Conditions	Never	Less than			nore of		1/3 to 2/3		or more of
	occurs	hour per we		the t	time	of	the time		he time
Mechanical hazards	×								
Chemical hazards	×								
Electrical hazards	×								
Fire hazards	X								
Explosives	X								
Communicable diseases	X								
Physical danger or abuse									
Other (specify)									
Primary Work Location:									
☑ Office Environment									
☐ Warehouse									
☐ Shop									
□ Vehicle									
☐ Recreation Centers/Neighborhoo	od Centers								
□ Outdoors									
☐ Other (Specify)									
									<del></del>
<b>Protective Equipment Requ</b>	ired:								
Hard hat, safety vest.									

## **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		$\boxtimes$		
Frequent Change of Tasks	$\boxtimes$			
Irregular Schedule/Overtime			X	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		$\boxtimes$		
Noisy/Distracting Environment			$\boxtimes$	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.